



Simply Possible

OFFICIAL REQUEST FOR QUOTATION

Procurement Ref # **MKTNG24/06/24/196**.....

The People's Own Savings Bank (POSB) invites your company to make a firm offer for the provision for Internal and External Branding for POSB Zimpost Borrowdale Off counter as per proposed scope of works on page 4 & 5.

Bidders are invited for a compulsory site meeting to appreciate the works involved		
Venue	Date	Time
Zimpost Borrowdale 63QP+793, Dornie Rd Pomona, Borrowdale Harare	26/06/2024	1130hrs

YOUR OFFER MUST CLEARLY STATE THE FOLLOWING:

- The applicable currency – **to be quoted in US dollar of which payment will be processed in ZIG using the prevailing Midrate rate of the willing buyer willing seller at the date of payment processing.**
- Payment terms should be clearly stated and to be after delivery. POSB shall not consider demands for cash upfront unless an advance payment guarantee has been provided by the supplier.
- Validity period of quotation to be a minimum of 30 days.
- Bidders must state completion time/ delivery period from receipt of official order.
- Bidders must attach material data sheet where applicable.
- Bidders must note that if they put more than one option only their main offer will be evaluated.

- Bidders who have failed to fulfill their previous orders in the past year will not be considered.
- Bidders with outstanding orders past agreed delivery timeframes will not be considered.
- Only Bid submission from bidders that attend the compulsory site meeting will be considered.
- Value added tax must be clearly and separately quoted.

Bidders must also submit the following documents.

1. Bidders must attach CR14 certificate – list of directors.
 2. Bidders must attach Value Added Tax Certificate
 3. Bidders must attach their valid ITF263 Tax clearance certificate.
 4. Bidders to submit 3 reference letters of similar works done in the past 3 years.
- **Failure to comply with the terms and conditions set out in this RFQ will lead to automatic disqualification.**

SUBMISSION OF OFFERS/ QUOTATIONS

5. Due to the COVID-19 restrictions, the bank will only be accepting electronic submissions forwarded by email. Bids must be endorsed with the above tender number on the email subject and be sent only to the email address rfqs@posb.co.zw
6. NB Offers not received by 10:00 hours on the closing date SHALL be treated as late tenders and will not be considered.

Posted date	24/06/2024
Closing date	28/06/2024

Closing time	1000 hours

ZIMPOST BORROWDALE PROPOSED SCOPE OF WORK			
Item Description	Quantity	Rate	Amount
Outside branding			
Lights box 1m x 2m double sided	4		
1.5m x 1.4 m light box double sided light box. Poles to be painted orange. Perspex prints and electricals.	4		
3D on the wall POSB 2mX5m illuminated 2m x 5m	1		
Contravison wallpapers 128x88cm	5		
Wallpapers behind counters			
200x90cm	1		
No hats allowed label 45cmX45 cm	4		
Snapper frames A1 graphics to be printed on satin	10		
Floor stickers- Orange cut vinyl 25cmX25 cm	15		
Wallpaper on pillar			
50x50x338cm	4		
48*338cm	4		
36*338cm	4		
36x36*2cm	2		
Contravison wallpaper 192*61	5		
Wallpaper with graphic	2		
Front of counter			
Vinyl on forex boards 74x180cm	7		
Counters			
Frost wallpapers 60*1m	14		
Windows			
Contravison wallpaper 22x48cm			
Service centre operations manager's window			
Contravison wallpaper 102x117cm	1	-	-
Counter demarcations			
Frost wallpapers with logo 40x40cm	15		
Directional sign 1mx2m printed and reflective double sided	1		
flag poles	2		
Door labels on perspex with reverse printed vinyl 10cm X 40 cm	5		
50cm x 50cm rotating sign	4		
Main trap doors	4		
POSB Logo 45cm x 45 cm	2		
POSB Business Hours 45cm x 45 cm	2		
PUSH cut vinyl (orange)	4		

PULL cut vinyl(orange)	4		
Entry	4		
Exit	4		
No hats allowed label 45cmX45 cm	4		
Snapper frames A1	9		
Noticeboard - production and instalments of new noticeboard with green turf 100cmx300cm	1		